

Admin.

May 8, 2020

Memorandum 2020-21

Meeting Schedule

In order to hold a public meeting without violating current stay-at-home orders, the Commission's¹ May 21, 2020, meeting will be held entirely as a videoconference. That is only possible because of recent executive orders that relaxed the Bagley-Keene Open Meeting Act rules on teleconferencing.²

The staff has been part of many videoconference meetings over the last several weeks, including six hours of public meetings of the Committee on Revision of the Penal Code (held in two sessions, on sequential days).

The format works reasonably well. However, experience shows that videoconference meetings tend to be more tiring than face to face meetings. It can be difficult to maintain focus and productivity over a lengthy videoconference session.

One advantage of the format is that it does not require any participants to travel. That makes the meetings easier to schedule and less expensive.

Taking all of that into consideration, the Committee on Revision of the Penal Code has decided to hold shorter meetings, more frequently. The expectation is that Committee members will be able to fit those meetings into their schedules without too much difficulty and that the shorter sessions will be more productive and less fatiguing. There will be no extra operational cost.

The Commission should consider whether it wishes to do something similar. For example, it could take one (or both) of the following approaches:

1. Any California Law Revision Commission document referred to in this memorandum can be obtained from the Commission. Recent materials can be downloaded from the Commission's website (www.clrc.ca.gov). Other materials can be obtained by contacting the Commission's staff, through the website or otherwise.

The Commission welcomes written comments at any time during its study process. Any comments received will be a part of the public record and may be considered at a public meeting. However, comments that are received less than five business days prior to a Commission meeting may be presented without staff analysis.

2. See Executive Orders N-25-20 and N-29-20.

Shorten Existing Meetings, Add Additional Meetings

The Commission could keep its existing scheduled meeting dates, reduce the time of those meetings (e.g., 9:00 am to 12:30 pm), and set additional meeting dates in the intervals between the already scheduled meetings.

That shouldn't pose any serious problems for the staff. It would just require the staff to segment its work into smaller parts. Topics that are difficult to segment in that way could be considered at every other meeting.

If the Commission decides to change its schedule along the lines discussed in this memorandum, the staff will informally canvass Commissioners about their availability and set a schedule that maximizes attendance.

Break Existing Meetings into Two-Day Meetings

The Commission could stick to its existing meeting schedule, but divide the current full-day meetings into two half-day meetings, on sequential days. For example, the Commission is currently scheduled to meet from around 10:00 to 4:00 on July 16. That could be changed to a two-day meeting on July 16 and 17, for roughly three hours each day.

That would impose no burden at all on the staff process. It would, however, require that Commissioners be available on certain specific dates (July 15 or 17, September 9 or 11, and November 4 or 6).

Respectfully submitted,

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Executive Director